



# Section 3: Acronyms, Abbreviations, and Symbols

## 3.1 Agencies, Organizations, Associations, and Commissions

Agencies, businesses, corporations, etc., have defined their own abbreviations or acronyms; under no circumstances is it correct to modify that abbreviation in any way. In other words, upper/lowercase letters, periods, and symbols should be used exactly as the agency or business uses them. It is almost always appropriate to introduce these abbreviations on first use.

Depending on your audience, particularly one that is scientific, removing periods from most general abbreviations is fine (e.g., ADF&G, IAFWA, nr, Ph.D., or AM/PM). However, be sure to remain consistent throughout your document.

### a. ADF&G Divisions/Sections

Alaska Board of Fisheries/Alaska Board of Game	BOF/BOG
Big Game Services Board (replaced the Guide Board)	BGSB
Boards Support Section (formerly the Division of Boards)	Boards <sup>1</sup>
Commercial Fisheries Entry Commission	CFEC
Division of Commercial Fisheries (formerly the Commercial Fisheries Management and Development Division)	CF [CFMD]
Commissioner's Office	CO
Division of Administration	Administration <sup>1</sup>
Division of Sport Fish	SF
Division of Subsistence	Subsistence <sup>1</sup>
Division of Wildlife Conservation (formerly the Division of Game)	DWC or Wildlife Conservation <sup>1</sup>
Fisheries Rehabilitation, Enhancement and Development Division	FRED <sup>2</sup>
Habitat and Restoration Division	H&R
Oil Spill Impact Assessment and Restoration Division	OSIAR Division or OSIAR <sup>2</sup>
Public Communications Section	PCS

**b. State of Alaska**

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Alaska Department of Commerce and Economic Development	DCED
Alaska Department of Environmental Conservation	DEC
Alaska Department of Fish and Game	ADF&G <sup>3</sup>
Alaska Department of Health and Social Services	H&SS
Alaska Department of Natural Resources	DNR
Alaska Department of Public Safety	DPS
Alaska Department of Transportation & Public Facilities	DOT&PF
Alaska Permanent Fund Corporation	APFC
Alaska Public Offices Commission	APOC
Fish & Wildlife Protection	FWP
Office of Management and Budget	OMB
University of Alaska Anchorage	UAA
University of Alaska Fairbanks	UAF
Institute of Arctic Biology	IAB–UAF
Institute of Marine Science	IMS–UAF
Institute of Social and Economic Research	ISER–UAF
School of Fisheries and Ocean Sciences	SFOS–UAF
University of Alaska Southeast	UAS

**c. U.S./Federal**

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Bureau of Indian Affairs	BIA
Bureau of Land Management	BLM
Federal Aviation Administration	FAA
National Marine Fisheries Service	NMFS
Restricted Access Management Division (NMFS)	RAM
National Oceanic and Atmospheric Administration	NOAA
National Park Service	NPS
Pacific Salmon Commission	PSC
U.S. (do not spell out when part of an organizational name)	
United States	U.S.
United States of America	USA
U.S. Geological Survey	USGS
U.S. Army Corps of Engineers	COE
U.S. Department of Agriculture	USDA
U.S. Department of Commerce	DOC
U.S. Environmental Protection Agency	EPA
U.S. Fish and Wildlife Service	FWS
U.S. Forest Service	USFS

## d. Other Agencies, Organizations, Associations, and Commissions

Ahtna Regional Corporation	4
Alaska Aquaculture, Inc.	AAI
Alaska Eskimo Whaling Commission	4
Alaska Federation of Natives	AFN
Alaska Native Foundation (The)	4
Alaska Public Employees Association	APEA
Alaska Rural Development Council	4
Alaska Sea Otter Commission (The)	4
Alaskan Shellfish Grower's Association	ASGA
Alaska State Employees Association	ASEA
Alaska Village Initiatives	4
Aleut Regional Corporation	4
Aleutian/Pribilof Islands Association	4
American Fisheries Society	AFS
Arctic Slope Regional Corporation	4
Armstrong-Keta, Inc.	AKI
Association of Village Council Presidents	AVCP
Bering Sea Fishermen's Association	BSFA
Bering Straits Regional Corporation	4
Bethel Native Corporation	4
Bristol Bay Native Association	BBNA
Bristol Bay Native Corporation	BBNC
Burro Creek Farms	BCF
Calista Regional Corporation	4
Canada Department of Fisheries and Oceans	DFO
Central Council — Tlingit and Haida Indian Tribes of Alaska	4
Chignik Regional Aquaculture Association	CRAA
Chugach Regional Corporation	4
Chugachmiut	4
Cook Inlet Aquaculture Association	CIAA
Cook Inlet Regional, Inc.	CIRI
Copper River Native Association	4
Council for Yukon First Nations	CYFN (First Nations) <sup>5</sup>
Dingle-Johnson/Wallop-Breaux	D-J/W-B
Doyon Regional Corporation	4
Douglas Island Pink and Chum, Inc.	DIPAC
Eskimo Walrus Commission	4
Independent Science Advisory Board	ISAB
Indigenous People's Council for Marine Mammals	4
International Association of Fish and Wildlife Agencies	IAFWA
International Pacific Halibut Commission	IPHC
Inuit Circumpolar Conference	ICC
Kake Nonprofit Fisheries Corporation	KNFC
Kawerak, Inc.	4

Ketchikan Tribal Hatchery Corporation	KTHC
Klawock River Hatchery, Inc.	KRHI
Kodiak Area Native Association	<sup>4</sup>
Kodiak Regional Aquaculture Association	KRAA
Koniag Regional Corporation	<sup>4</sup>
Kuskokwim Native Association	<sup>4</sup>
Maniilaq Association	<sup>4</sup>
Medvejie Creek Hatchery	<sup>4</sup>
Metlakatla Indian Community	MIC
NANA Regional Corporation, Inc.	<sup>4</sup>
National Academy of Sciences	NAS
National Science Foundation	NSF
North Pacific Anadromous Fish Commission	NPAFC
North Pacific Fishery Management Council	NPFMC
Northern Southeast Regional Aquaculture Association	NSRAA
Port Graham Hatchery Corporation	PGHC
Prince of Wales Hatchery Association	POWHA
Prince William Sound Aquaculture Corporation	PWSAC
Qutekcak Shellfish Hatchery	<sup>4</sup>
Rural Alaska Community Action Program, Inc.	RurAL CAP
Sealaska Regional Corporation	<sup>4</sup>
Sheldon Jackson College	SJC
Sikusuilag Hatchery	<sup>4</sup>
Southeast Alaska Regional Health Consortium	SEARHC
Southern Southeast Regional Aquaculture Association	SSRAA
Tanana Chiefs Conference, Inc.	TCC
Tlingit and Haida Fisheries Development Corporation	THFDC
United Nations	UN
Valdez Fisheries Development Association	VFDA
Vuntut Gwich'in First Nation	VGFN
Wallop-Breaux	W-B
Western Association of Fish and Wildlife Agencies	WAFWA
Yukon-Kuskokwim Health Corporation	YKHC
Yukon Territorial Government	YTG

Note: For a list of village councils and corporations not listed in this section, contact RurAL CAP, 731 E. 8th Avenue, PO Box 200908, Anchorage, AK 99520; phone 907-279-2511. Their *Directory of Rural Alaskan Organizations* can be purchased for \$15.

<sup>1</sup> No official abbreviation, but short form is acceptable for informal use.

<sup>2</sup> Now merged into other divisions.

<sup>3</sup> Some have begun to delete the ampersand (&) from ADF&G. This should not be done in any situation because it has become, over the years, an integral part of our agency abbreviation. For example, just as people say, “B and O Railroad” (B&O) or “R and D” (R&D), they also say “A D F and G” — not “A-D-F-G.” Manuscripts submitted for publication outside the department should also use ADF&G (most editors do not know the correct abbreviation and will assume you do). Also, generally do not put “the” preceding an acronym when standing alone; e.g., “ADF&G announced...” not “The ADF&G announced...”

<sup>4</sup> Spell out name in full.

<sup>5</sup> Following the signing of the Umbrella Final Agreement, Council for Yukon Indians (CYI) became CYFN.

## 3.2 States, U.S. Territories, and Canadian Provinces

In all situations other than addresses, use the following abbreviations (with periods and spacing as shown); these abbreviations are generally not introduced. When abbreviating state names in addresses, use the 2-letter postal codes (without periods) shown in parentheses.

### a. U.S. States and Territories

Alabama	Ala. (AL)
Alaska	Alaska (AK)
American Samoa	Ameri. Samoa (AS)
Arizona	Ariz. (AZ)
Arkansas	Ark. (AR)
California	Calif. (CA)
Colorado	Colo. (CO)
Connecticut	Conn. (CT)
Delaware	Del. (DE)
District of Columbia	D.C. (DC)
Federated States of Micronesia	spell out
Florida	Fla. (FL)
Georgia	Ga. (GA)
Guam	Guam (GU)
Hawaii	Hawaii (HI)
Idaho	Idaho (ID)
Illinois	Ill. (IL)
Indiana	Ind. (IN)
Iowa	Iowa (IA)
Kansas	Kans. (KS)
Kentucky	Ky. (KY)
Louisiana	La. (LA)
Maine	Maine (ME)
Marshall Islands	spell out
Maryland	Md. (MD)
Massachusetts	Mass. (MA)
Michigan	Mich. (MI)
Minnesota	Minn. (MN)
Mississippi	Miss. (MS)
Missouri	Mo. (MO)
Montana	Mont. (MT)
Nebraska	Nebr. (NE)
Nevada	Nev. (NV)
New Hampshire	N.H. (NH)
New Jersey	N.J. (NJ)

New Mexico	N.Mex (NM)
New York	N.Y. (NY)
North Carolina	N.C. (NC)
North Dakota	N.Dak. (ND)
Northern Mariana Islands	spell out
Ohio	Ohio (OH)
Oklahoma	Okla. (OK)
Oregon	Oreg. <i>or</i> Ore. (OR)
Palau	spell out
Pennsylvania	Pa. (PA)
Puerto Rico	P.R. (PR)
Rhode Island	R.I. (RI)
South Carolina	S.C. (SC)
South Dakota	S.Dak. (SD)
Tennessee	Tenn. (TN)
Texas	Tex. (TX)
Utah	Utah (UT)
Vermont	Vt. (VT)
Virginia	Va. (VA)
Virgin Islands	V.I. (VI)
Washington	Wash. (WA)
West Virginia	W.Va. (WV)
Wisconsin	Wis. <i>or</i> Wisc. (WI)
Wyoming	Wyo. (WY)

**b. Canadian Provinces**

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Alberta	Alta. (AB)
British Columbia	B.C. (BC)
Manitoba	Man. (MN)
New Brunswick	N.B. (NB)
Newfoundland	Nfld. (NF)
Northwest Territories	N.W.T. (NT)
Nova Scotia	N.S. (NS)
Ontario	Ont. (ON)
Prince Edward Island	P.E.I. (PE)
Quebec	P.Q. <i>or</i> Que. (QC <i>or</i> PQ)
Saskatchewan	Sask. (SK)
Yukon Territory	Y.T. <i>or</i> Yuk. (YT)

3.3 Alaska Caribou Herds

Adak caribou herd	<sup>1</sup>
Beaver Mountains caribou herd	<sup>1</sup>
Central Arctic caribou herd	CAH
Chisana caribou herd	CCH
Delta caribou herd	DCH
Denali caribou herd	<sup>1</sup>
Farewell–Big River caribou herd	<sup>1</sup>
Fortymile caribou herd	FCH
Fox River caribou herd	FRCH
Galena Mountain caribou herd	GMH
Kenai Lowlands caribou herd	KLCH
Kenai Mountains caribou herd	KMCH
Killey River caribou herd	KRCH
Kilbuck caribou herd	KCH
Macomb caribou herd	MACH
Mentasta caribou herd	MECH
Mulchatna caribou herd	MCH
Nelchina caribou herd	NCH
Northern Alaska Peninsula caribou herd	NAP
Nushagak Peninsula caribou herd	NPCH
Porcupine caribou herd	PCH
Rainy Pass caribou herd	<sup>1</sup>
Ray Mountains caribou herd	RMH
Southern Alaska Peninsula caribou herd	SAP
Sunshine Mountains caribou herd	<sup>1</sup>
Teshkepuk caribou herd	TCH
Tonzona caribou herd	TOH
Twin Lakes caribou herd	TLCH
Western Arctic caribou herd	WAH
White Mountains caribou herd	<sup>1</sup>
Wolf Mountain caribou herd	<sup>1</sup>

<sup>1</sup> Spell out name in full.

3.4 Miscellaneous Abbreviations and Acronyms

All the miscellaneous abbreviations and acronyms listed below, except those with a footnote, should be spelled out in full and introduced on first usage — i.e., spell out in full on first use and put the abbreviation or acronym beside it in parentheses.

Introducing the abbreviation may not be necessary for informal documents when the intended audience is familiar with the abbreviation and use will be limited to that audience. In many cases, it may be better to avoid using the abbreviation, especially if the word is infrequently used in the document.

age-weight-length (adj)	AWL
Alaska Family Leave Act	AFLA
Alaska Juneau Mine	AJ Mine
Alaska National Interest Lands Conservation Act <sup>1</sup>	ANILCA <sup>1</sup>
Alaska Native Claims Settlement Act	ANCSA <sup>1</sup>
approved leave without pay	ALWOP
Arctic-Yukon-Kuskokwim	AYK
as soon as possible	ASAP
bacterial kidney disease	BKD
capital improvement project	CIP
carapace width/length	CW/CL
catch per unit effort	CPUE
Clean Water Act	CWA
coded wire tag	CWT
community development quota	CDQ
compass directions (maps and coordinates):	
east	E <sup>1</sup>
north	N <sup>1</sup>
south	S <sup>1</sup>
west	W <sup>1</sup>
Comprehensive Environmental Response, Compensation and Liability Act	CERCLA
cub(s) of the year	COY
days of week (first 3 letters in tables, figures only — no period; otherwise spell out)	Sun, Mon, etc.
defense of life or property	DLP
Dingell–Johnson/Wallop–Breaux	D–J/W–B
doctoral degree	Ph.D. <sup>1</sup>
emergency order	EO
Endangered Species Act	ESA
Equal Employment Opportunity/Affirmative Action	EEO/AA
essential fish habitat	EFH
et alii (and others)	et al. <sup>1</sup>
et cetera (and so forth)	etc. <sup>1</sup>
Evolutionarily Significant Unit	ESU
Exclusive Economic Zone	EEZ
exempli gratia (for example)	e.g., <sup>1</sup>
Exxon Valdez oil spill	EVOS
Federal Family and Medical Leave Act	FMLA



federal fiscal year	FFY
field purchase order	FPO
file transfer protocol (Internet)	FTP
fiscal year 1999	FY99
fishery management plan	FMP
fish resource permit	FRP
fish transport permit	FTP
fork length	FL
free on board (do not spell out)	FOB or f.o.b. <sup>1</sup>
general fund	GF
geographic information system	GIS
global positioning system	GPS
Gulf of Alaska	GOA
guideline harvest level	GHL
harvest per unit effort	HPUE
hypertext markup language	HTML
id est (that is)	i.e., <sup>1</sup>
individual fishery quota	IFQ
individual transfer quota	ITQ
infectious hematopoietic necrosis virus	IHNV
joint venture	JV
latitude/longitude	lat./long. <sup>1</sup>
leave without pay	LWOP
local area network	LAN
Magnuson–Stevens Fishery Conservation and Management Act	Magnuson–Stevens Act <sup>2</sup>
memorandum of agreement	MOA
memorandum of understanding	MOU
merit anniversary date	MAD
months (first 3 letters in tables, figures only — no period; otherwise spell out)	Feb, Jun, etc.
not applicable	NA
not interested	NI
notice of violation	NOV
number	
for general audiences	no.
for technical audiences	nr
optical character recognition	OCR
optical mark recognition	OMR
Pacific Fisheries Information Network	PacFIN
Pacific Salmon Treaty	PST
portable document format	PDF
position control number	PCN
Position Description	PD
purchase request	PR

regional planning team	RPT
Reimbursable Services Agreement	RSA
Retirement Incentive Program	RIP
sex (tables, figures, and crosses only — otherwise spell out)	
male	♂
female	♀
social security number	SSN
special harvest area/terminal harvest area	SHA/THA
time of day <sup>3</sup>	
ante meridiem	AM/AM <sup>3</sup>
post meridiem	PM/PM <sup>3</sup>
Tongass Land Management Plan	TLMP
total length	TL
travel authorization	TA
viral hemorrhagic septicemia virus	VHSV
wide area network	WAN
World Wide Web	www

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<sup>1</sup> Do not introduce on first use.

<sup>2</sup> Magnuson–Stevens Act is a shortened version for the Magnuson–Stevens Fishery Conservation and Management Act. We suspect it will take on an abbreviation sometime soon.

<sup>3</sup> For general audiences periods may be included, but omit periods for scientific audiences (per CBE style). When typesetting, use small capitals (AM, PM) whenever possible. Most word processors and desktop publishing softwares are capable of making small capitals; otherwise full-size capitals may be used.

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### 3.5 Technical Abbreviations

Most technical abbreviations should be used only in conjunction with a number or in a table heading; spell out most text uses not associated with a number. You do not need to introduce these technical abbreviations (spell out in full on first use and put the abbreviation beside it in parentheses) unless your audience is nontechnical and may not know the abbreviation; in that case it may be better to avoid the abbreviation entirely. Most of these technical abbreviations are international standards from *Système International d'Unités* and the new *CBE Manual, Scientific Style and Format*.

**Prefixes**

giga (10 <sup>9</sup> )	G
kilo (10 <sup>3</sup> )	k
mega (10 <sup>6</sup> )	M
milli (10 <sup>-3</sup> )	m
micro (10 <sup>-6</sup> )	$\mu$
nano (10 <sup>-9</sup> )	n

**Time and Temperature**

day	d
degrees Celsius <sup>a</sup> [(°F – 32)/1.8]	°C
degrees Fahrenheit <sup>a</sup> ( <i>A Fahrenheit/Celsius conversion is in Appendix C</i> ) [(1.8 × °C) + 32]	°F
hour (spell out for 24-hour time of day)	h
minute	min
month <sup>b</sup>	
second	s
week <sup>b</sup>	
year <sup>b</sup>	

**Mathematics and Statistics**

analysis of variance	ANOVA
base of natural logarithm	e
chi-square	$\chi^2$
coefficient of variation	CV
common test statistics	( <i>F, t, etc.</i> )
confidence interval <sup>c</sup>	CI
correlation coefficient (multiple)	<i>R</i>
correlation coefficient (simple)	<i>r</i>
covariance <sup>c</sup>	cov
degree (angular or temp.) <sup>a</sup>	°
degrees of freedom	df
equal to or greater than	≥
equal to or less than	≤
greater than	>
less than	<
logarithms:	
base 10	log
base <i>x</i>	log <sub><i>x</i></sub>
natural	ln

null hypothesis <sup>c</sup>	$H_0$
alternative hypothesis <sup>c</sup>	$H_A$
mean <sup>c</sup>	$\bar{x}$
minute (angular)	'
not significant	NS
percent	%
plus or minus	±
population size	<i>N</i>
probability	<i>P</i>
sample size	<i>n</i>
second (angular)	"
standard deviation <sup>d</sup>	$\sigma$ or <i>s</i>
standard error <sup>d</sup> (of the mean)	$s_{\bar{x}}$
type I error probability <sup>c</sup>	$P_a$
type II error probability <sup>c</sup>	$P_b$
variance <sup>d</sup>	$\sigma^2$ or $s^2$

**Weights and Measures (English)**

acre <sup>b</sup> (0.405 ha)	
cubic feet per second (0.0283 m <sup>3</sup> /s)	ft <sup>3</sup> /s
fathom <sup>b</sup> (1.829 m or 6 ft)	
foot (30.5 cm)	ft
gallon (3.79 L)	gal
inch (2.54 cm)	in
knot (0.514 m/s)	kn
mile (1.61 km)	mi
nautical mile <sup>c</sup> (1,852 m or 1.852 km)	nmi
ounce (28.4 g)	oz
pound (0.454 kg or 454 g)	lb
quart (0.946 L)	qt
ton <sup>b</sup> (2,000 lb or 907.2 kg)	
yard (0.914 m or 91.4 cm)	yd

**Weights and Measures (Metric)**

centimeter (0.394 in)	cm
gram (0.0353 oz)	g
hectare (2.47 acres)	ha
kilogram (2.20 lb)	kg
kilometer (0.622 mi)	km
liter (0.264 gal, 1.06 qt)	L
meter (1.09 yd, 3.28 ft, 39.4 in)	m
micrometer (do not use micron)	$\mu\text{m}$

millimeter (0.0394 in)	mm	joule (0.239 gram-calories or 0.000948 Btu)	J
milliliter	mL	lux (10.8 fc)	lx
tonne <sup>e</sup> (1,000 kg or 2,205 lb)	t	molar	M

### Physics and Chemistry

*any atomic symbol may be used*

alternating current	ac	ohm	$\Omega$
ampere	A	ortho	o
British thermal unit (1.05 J)	Btu	para	p
calories (should be converted to joules in the metric system)		pascal	Pa
chemical acronyms listed in <i>Webster's</i> dictionaries (DDT, EDTA, etc.) may be used		parts per million (per 10 <sup>6</sup> — in the metric system, use mg/L, mg/kg, etc.)	ppm
direct current	dc	parts per thousand (per 10 <sup>3</sup> )	ppt, ‰
footcandle (0.0929 lx)	fc	siemens	S
hertz	Hz	volt	V
hydrogen ion activity (negative log of)	pH	watt	W

Note: Letters were intentionally used for these footnotes to preclude possible mistaking of footnote numbers for mathematical power.

- <sup>a</sup> Close up when used in conjunction with numbers expressing longitude/latitude and angles. For temperatures, the international standard calls for a space between the number and the degree symbol C or F (e.g., 45 °F). However, many journals follow a different practice of closing (no space) the number with the degree symbol (e.g., 45°F). Use either style but be consistent within a document.
- <sup>b</sup> No abbreviation; spell out.
- <sup>c</sup> Should be introduced on first use (i.e., spell out in full on first use and put the abbreviation beside it in parentheses, or spell out throughout document). Or, if your document includes a list of abbreviations used, this displaces a need for introducing the abbreviation.
- <sup>d</sup> If you prefer you may use SE for standard error, SD for standard deviation, or var for variance or a unique abbreviation for mean (i.e., other than  $\bar{x}$ ); however, these abbreviations should be introduced on first usage. Note that  $\sigma$  is the parameter and  $s$  is the estimate.
- <sup>e</sup> Metric ton may be used instead; its abbreviation (mt) may be used, but it should be introduced on first use. Note: t stands for “tonne” not “ton”; always spell out “ton.”